Referenceware®
Bridging the Knowledge Gap

Books 24 X 7 (Referenceware) provides complete access to the full text of books, vendor documents, research and more. You can easily and quickly locate and read content, add bookmark and notes, and organize books and other documents of interest according to your own personal preferences.

1. ACCESSING THE SITE
- ☞ Log into DISA e-learning
- ☞ Follow the Books24x7 link

My Home - Your Starting Point

On the 'My Home' page you can:
- ✓ Conduct a search (go to **Step 2,** below)
- ✓ Browse topics (go to **Step 3,** pg. 2)
- ✓ Create and manage new folders (go to **Step 4,** pg. 2)
- ✓ Access bookshelf folders (go to **Step 5,** pg. 3)
- ✓ View lists of New Books recently added, Top Books, the most popular among the Books24x7 user community, and a History of the last books you accessed with links to the last page viewed.
- ☞ Browse Tools, available in the top navigation bar of every page, help you to quickly and efficiently perform many tasks. The Browse Tools that are displayed depend on where you are and what functionality is available to you. To view all browse tools and to familiarize yourself with their functions, click on ? Tips.
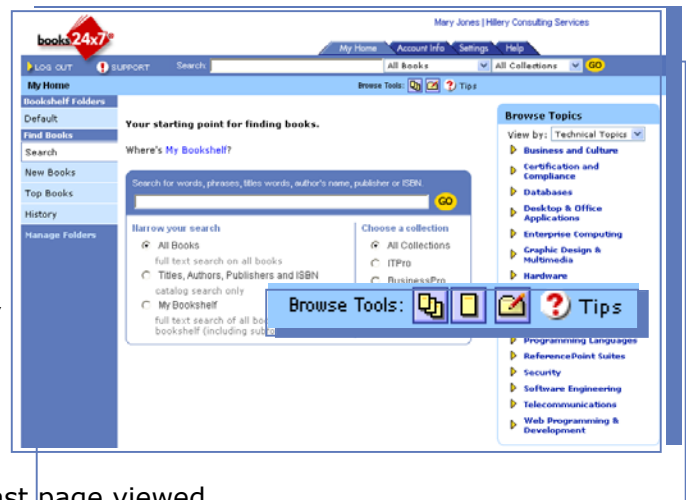
2. SEARCHING FOR BOOKS
- A. In either search box, enter a word or phrase
- B. Choose search options to narrow your search
- C. Click **GO**
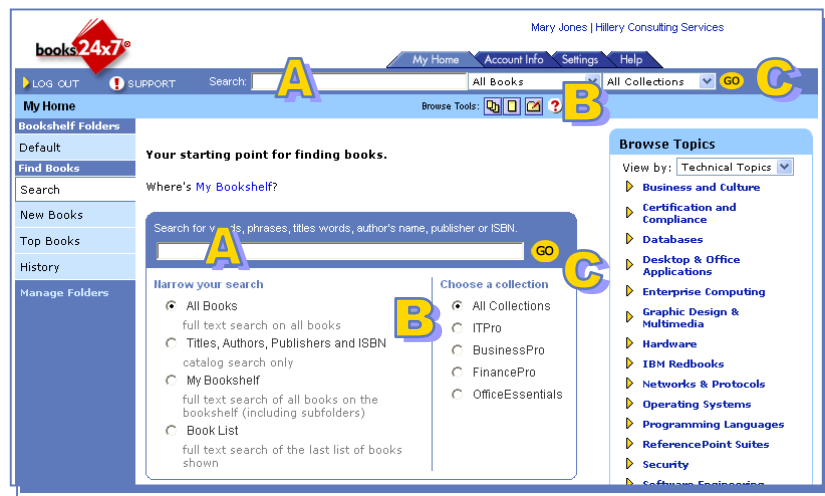
D. Search results list most relevant books and most relevant sections within books. Click on a top section link to go right to the chapter section

☞ You can continue to refine your search results by entering a new search term and restricting the search to just 'Current Book list' via the pull down option in the top search bar
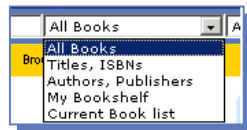
3. VIEWING CONTENT

A. Navigation aids link to your results list, book's table of contents, and previous and next chapters

B. Sections links jump to the various sections within the chapter

☞ Relevancy bars indicate most pertinent sections

C. Reading meter indicates progress through the book

D. Search hit highlighting can be turned off/on by clicking the Browse icon
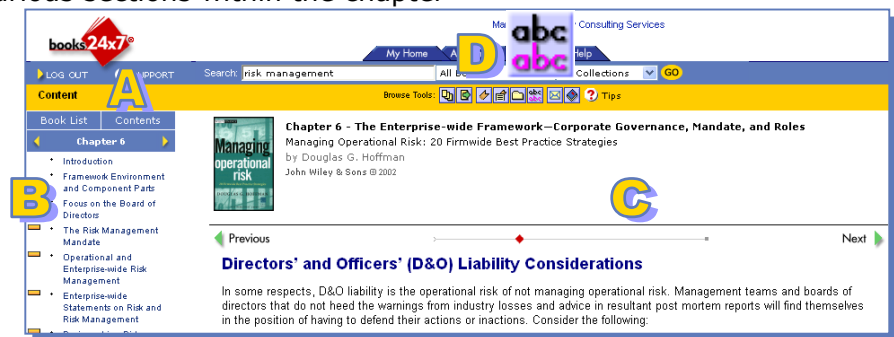
4. BROWSING TOPICS

A. In the Browse Topics box on the **My Home** page, click on a topic to see its subtopics

☞ Not on **My Home**? Click My Home tab in the top bar

☞ If you have access to more than one collection, choose the topic view of the collection you want to browse

B. Click on a subtopic to see a list of books
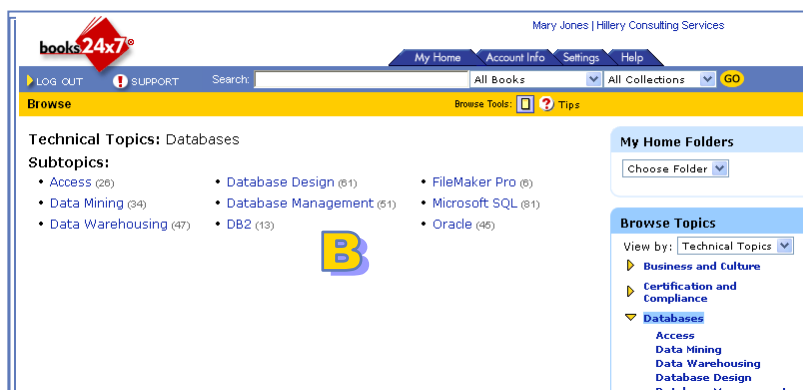
C. Click on the book's title to view its contents

D. At any point while browsing, you can select another topic/subtopic to browse

5. CREATING AND MANAGING BOOKSHELF FOLDERS

☞ You can create bookshelf folders from the **My Home** page or on-the-fly as you decide to add books to your bookshelf - See **Step 6**

A. On the **My Home** page, click on the **Manage Folders** icon in the Browse Tools

On the **Manage Folders** page, you can:

✓ Create a new folder
✓ Empty the contents of any folder
✓ Rename folders you've created
✓ Delete folders that you've created

☞ You cannot delete or rename the system-generated **Default** folder

B. Create a new folder by typing in a folder name and clicking **Add**

C. The folder is added to the Bookshelf Folders list and to the Edit Folders list

D. Click on the folder name to rename or delete it

E. To rename, enter a new name and click **Rename**

F. To delete, select the **Remove Folder** radio button and click **Update**
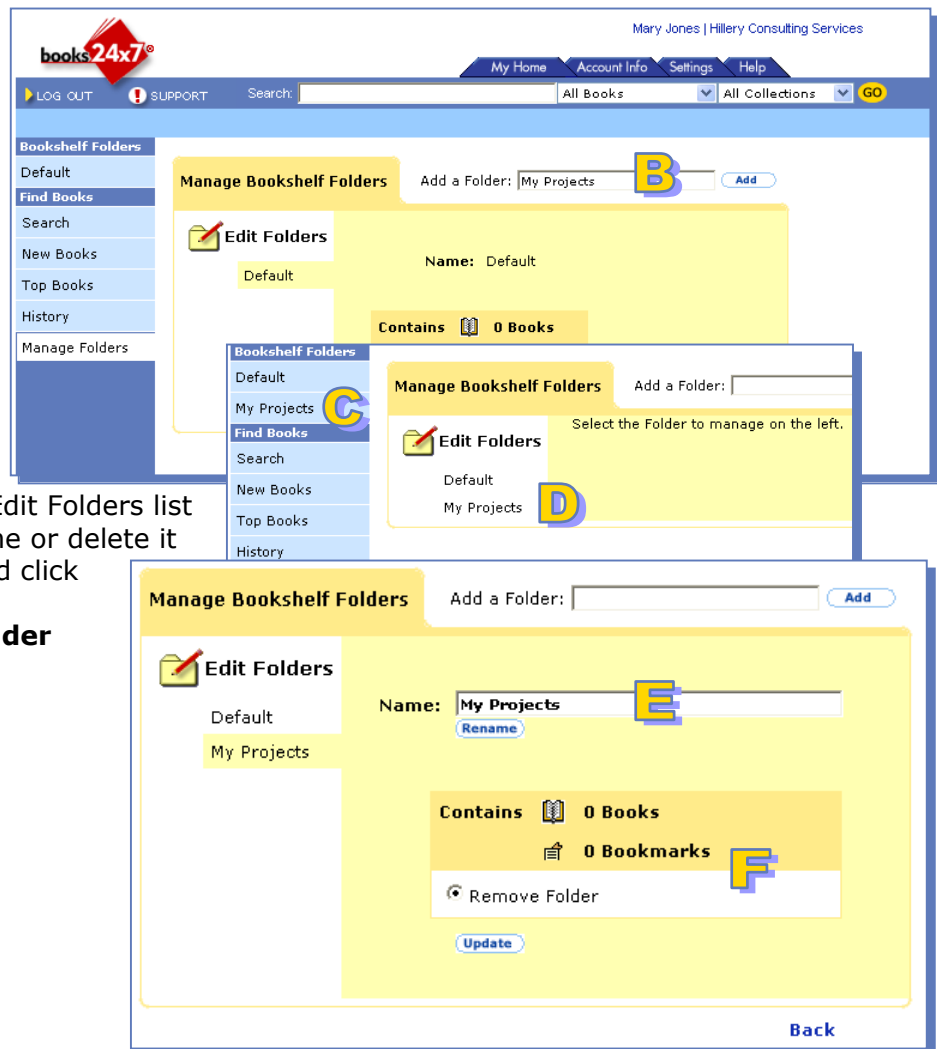
6. ADDING BOOKS TO BOOKSHELF FOLDERS

☞ You can add a book to a folder from any book list or from any book content page

A. Click on the ☐ icon located next to the title on a search results list or topic list and located in the browse tools on content pages.
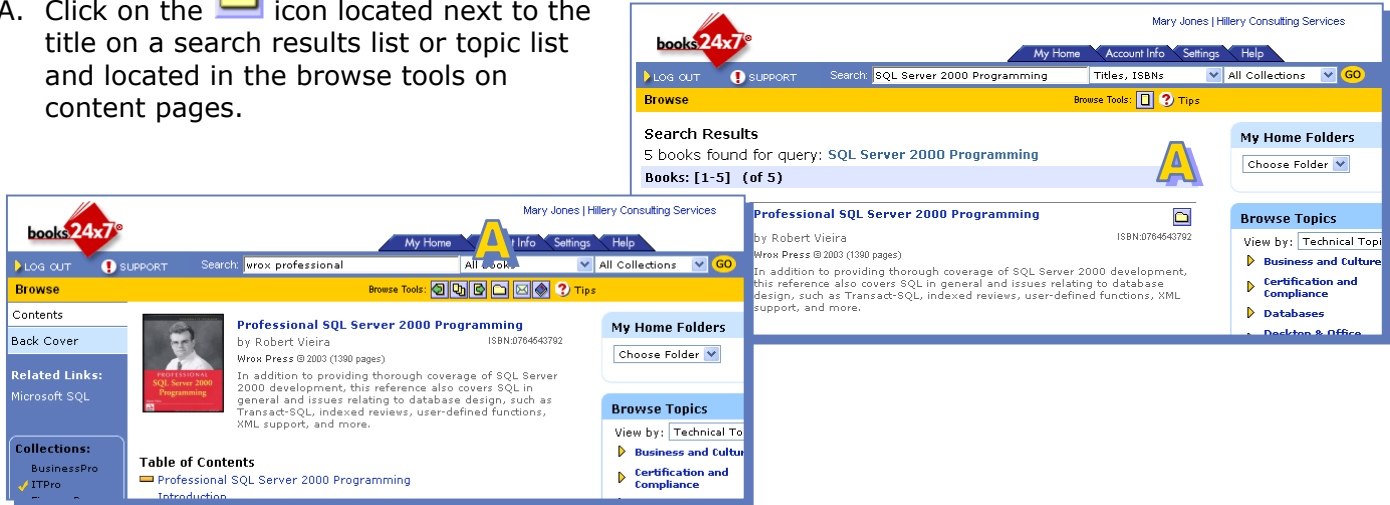
B. On the **Manage Book** page, either select an existing folder in which to place the book, or
C. Create a new folder by entering a name.
D. Click **Update**
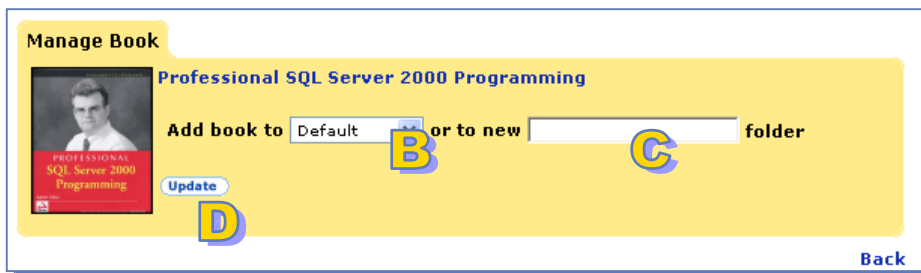
E. An open book icon 📖 replaces the folder icon on the book list or content page, once a book is in a Bookshelf Folder. It lets you return to the **Manage Book** page where you can:

1. Move the book to another folder
2. Create a new folder in which to move the book
3. Keep a copy in its existing folder
4. Remove the book from its existing folder & delete bookmarks
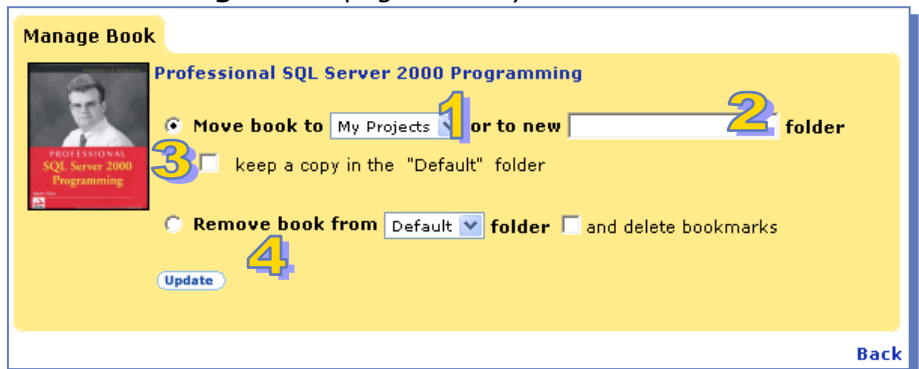
7. ADDING BOOKMARKS AND NOTES
- ☞ Bookmarks can be added on any content page.
- ☞ Icons for adding bookmarks are located in the Browse Tools bar

A. Click the ⬆ icon to add a quick bookmark without leaving the content. The book with bookmark is placed in the Default folder for easy access.

B. Or Click the 🖹 icon to add a bookmark and a note

1. Select the folder in which to place the book or create a new folder
2. Create a personal label for the bookmark
3. Attach a note
4. Click **Create** when done
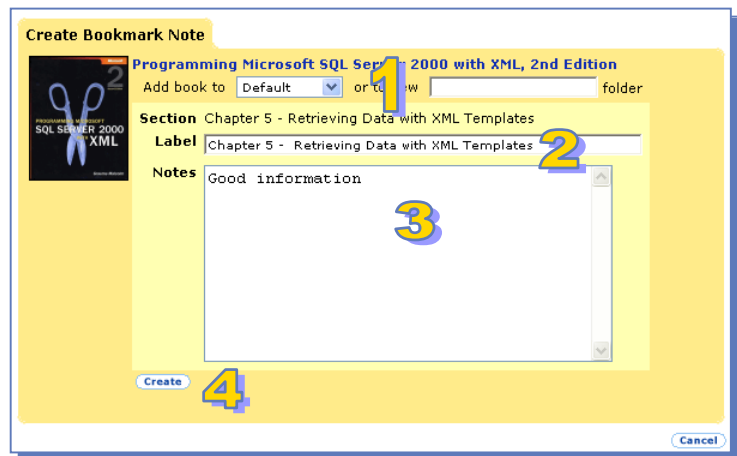
8. SETTING PERSONAL PREFERENCES

Select [Settings] from the Top bar

On the **Settings** page, you can change your display options, including:
- ✓ Which bookshelf folder automatically opens when you go to your **My Home** page
- ✓ The size of the Browse Tools icons